

TUTOR'S GUIDE

Who can tutor a future Instructor (in class)?

An Instructor is duly selected by the owner of the driving school and the person in charge of supervising the training of future Instructors. The tutor must have a minimum of one year active experience as a recognized Instructor.

The Tutor's Role

- Promote a safe, cooperative and responsible behavior in the driver profile of the future Instructor;
- Enable the future Instructor to distribute all theoretical modules that are part of the Road Safety Education Program and in accordance with concepts taught in the RSE Instructor Training Program;
- Equip future Instructors so they can adapt their teaching to student characteristics and needs;
- Encourage the future Instructor's evolution and further the knowledge required for distributing the content of the Road Safety Education Program.

Course Summary

The *Course Summary* is available on the AQTr website at www.aqtr.com . The tutor must understand and give the *Course Summary* to the candidate who wishes to attend the RSE Instructor training, in order to become a passenger vehicle driver Instructor. It includes the following documents:

- The Instructor's role in a Driving School;
- Summary Table;
- Success Conditions;
- Preparatory Guide to the evaluation of theoretical knowledge.

Step 1 of Summary Table

- Introduce the RSE Instructor Training Program – Class 5, using the summary table;
- Ensure that the future Instructor has access to all the guides for self-learning purposes and work to be done:
 - *Road Access Binder*;
 - *Driving a passenger Vehicle*;
 - *The driver's handbook*;
 - *The Accompanying Rider's Guide – Passenger Vehicle*.
- Send the complete record to the AQTr (see training eligibility requirements);
- Register the future Instructor in the group or association of your choice.

Step 4 of Summary Table

- Consult the *Guide for the Future Instructor RSE 2013-1*;
- Review what the future Instructors have learned in their theoretical training (step 3);
- Plan the future Instructor's observation schedule¹ :
- Monitor future Instructor's exercise book including activities journal and work to be done ;
- Remind the future Instructor of courtesy rules to be followed during observation sessions² (modules);
- Be available to answer the future Instructor's questions.

¹ Modules to be observed in steps 4, 6 and 9 are required to be observed in class. The future Instructor must be observed later on in training if the modules are not distributed during this period. The future Instructor must review the content of these modules using the Monitor-Instructor Guide 2009-2 – Updating knowledge – driving a passenger vehicle, while waiting to be observed.

² Courtesy rules during module observation. The future Instructor must:

- Sit at the back of the classroom and observe the interaction between student drivers and the Instructor;
- Remain silent and keep all questions and comments for the Instructor until the theoretical module has been completed;
- Set an example: turn off your cell phone;
- If the student consults the future Instructor, it should be redirected to the Instructor.

Step 6 of Summary Table

- Review what the future Instructor has learned during theoretical training (step 5);
- Consult the course outline – *RSE Instructor Training Program*;
- Provide the future Instructor with all the material required (personalized PPT and any other documentation that may be used) to be able to distribute a module at the next step (step 7);
- Plan the future Instructor's observation schedule¹;
- Monitor the future Instructor's exercise book including activities journal and work to be done;
- Remind the future Instructor of courtesy rules to be followed during observation sessions² (modules);
- Be available to answer the future instructor's questions.

Step 9 of Summary Table

- On the last theoretical training day (course 3, step 7 of the *RSE Instructor Training Program*), the expert trainer will give the future Instructor the authorization to provide training to driving school students for the next three months under the tutor's supervision. The future Instructor must have received this authorization before beginning supervised teaching;
- The future Instructor must, at the very latest, pass the theoretical training exam within the two weeks following the completion of the training. This time limit will allow the future Instructor time to study and continue the observation process and begin work under supervision;
- Plan the future Instructor's schedule so that the future Instructor can alternate between distributing modules (tutor-supervised teaching) and the remaining observations;
- Monitor the exercise book (activities journal and work to be done);
- When the future Instructor has completed twenty-two hours of module distribution preparation, accumulated at least twenty-four required hours in step 9 in tutor-supervised teaching, completed all observations, handed in the duly completed exercise book, and is ready for the theoretical module teaching assessment, you must complete the assessment application and send it to the Driving School's Coordinator (AQTr) with the activities journal.

- The future Instructor must present a duly completed exercise book to the Advisor-Evaluator during the summative evaluation of the theoretical module distribution at the driving school (other than module 5).
- **If necessary, the tutor can refer to the expert trainer who provides the future Instructor with theoretical training components (steps 3, 5 and 7).**
- The future Instructor must have passed theoretical exams as well as a final summative theoretical module distribution assessment at the driving school, in order to receive the regular card and be able to only distribute theoretical modules from the RSE Program to driving school students.